



# Interdepartmental Coordination

Projects  
Affected

Building permits for new construction

What  
is  
Changing

1. The process:

- Submit a new Preliminary Application form (formerly the Address Records Worksheet) together with the pre-application site visit (PASV) request form.
- Submit 2 copies of a Preliminary Site Plan. See CAM 103 for details.
- Pay a new SDOT presubmittal coordination fee of \$375 with submission of the application.
- We suggest beginning the Preliminary Application process early to allow time to prepare street improvement plans for SDOT, if improvements are identified as a requirement.

2. The City will send the applicant a customized Preliminary Permit Application Requirement Report (PPAR).

3. Review the PPAR from the City to build a complete site plan and street improvement plan, when required.

4. If a street improvement plan is needed, applicants must meet their street improvement requirements at their DPD intake appointment.

When

September 12, 2006

## Benefits

### Applicants will be able to:

- Obtain a consolidated report with different City departments' analysis and requirements
- Avoid late identification of costly design requirements
- Reduce gaps and contradictory information from different departments
- Learn about street improvement requirements prior to applying for construction permits
- Better scope and plan project budgets
- Reduce conflicts between building plans and street improvement plans

## Why

DPD is gathering more detailed information about proposed projects prior to the official intake of the application through the IDT process. The information gathered will be shared across departments with the use of new web-enabled technology. As a result, other departments can provide important design requirements for applicants, particularly for work proposed in the public right-of-way.

## Questions?

### Call or visit DPD:

Applicant Services Center  
700 5th Ave., Suite 2000  
P.O. Box 34019  
Seattle, WA 98124-4019  
(206) 684-8850

Online: [www.seattle.gov/dpd](http://www.seattle.gov/dpd)